

SECURE DETENTION PLACEMENTS:

Placements of children in Secure Detention need to be documented in eWiSACWIS if the facility is being used as or becomes a primary physical placement of the child. This type of placement must be as an "Out-of-home Placement" in the Out-of-Home page. For example, the child is taken into temporary physical custody and placed in the facility, or the facility is used as a sanction or a hold, but the child does not return home from a sanction or hold as originally anticipated, the use of the facility constitutes an out-of-home placement.

However, when the Secure Detention is being used as a temporary corrective action service, such as sanction or a 72 hour hold, then the data entry may only be entered as a service on the "In-home Service" page. Although the In-home service documentation is not required, counties are encouraged to enter the use of the facility in eWiSACWIS in order to most accurately document all of the case management tasks for that particular child.

Please note, if the use of the Secure Detention facility is initially invoked as a sanction or hold and the child (or juvenile) does not return home, and instead, remains in the facility for continuing placement or pending placement in another setting, then the use of the facility must be documented as an "Out-of-home Placement." This may mean ending the original "In-home service" for reason of "Made in error" and documenting the placement on the "Out-of-home placement" page.

Counties will have the choice of paid and non-paid Secure Detention services. The paid services will be set up as "Non IV-E" as they are not IV-E claimable costs.

Successful documentation of an Out-of-home Placement or an In-home service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks For All Settings (In-Home & Out-of-Home)" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

Secure Detention as a Placement

The screenshot shows a web browser window titled "Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWISACWIS". It features a "Create Case Items" section on the left with a list of categories and their corresponding dropdown menus. The "Placement" category is selected, showing "Out of Home Placement". On the right, there are two lists: "Cases" and "Case Participants". The "Cases" list includes names like Abby, Art; Aiden, Fred; Allen, Sarah; Altman, Simon; Appleton, Claire; Ash, Anna; ATestOne, One; ATestTwo, One; Brinks, Becky; and Brooks, Brenda. The "Case Participants" list includes Alice Abby, Reference Person; Amy Abby, Biological Child; Angel Abby, Biological Child (highlighted); Art Abby, Father; Annabel Abby, Biological Child; Simon Abby, Biological Child; and Caitlin Cake, Non-Relative. At the bottom right are "Create" and "Close" buttons. The status bar at the bottom shows "Done" and "Local intranet".

Create Case Items	
Administration	
Adoption	
Assessment	
Education	
Eligibility	
Family Assessment	
Legal	
Medical/Mental Health	
Narrative	
Ongoing Services	
Payment	
Placement	Out of Home Placement
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

Cases
Abby, Art
Aiden, Fred
Allen, Sarah
Altman, Simon
Appleton, Claire
Ash, Anna
ATestOne, One
ATestTwo, One
Brinks, Becky
Brooks, Brenda

Case Participants
Alice Abby, Reference Person
Amy Abby, Biological Child
Angel Abby, Biological Child
Art Abby, Father
Annabel Abby, Biological Child
Simon Abby, Biological Child
Caitlin Cake, Non-Relative

Buttons: Create, Close

Create Casework Page

Step 1 of 4

- From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Child: Abby, Simon Case Name: Abby, Art Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 01/01/2006 **Placement End Date:** 00/00/0000

Date Removed from his/her home: 01/01/2006 Estimated End Date: 00/00/0000

VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement **Service Category:** Secure Detention - OHP

☐ This is an Adoptive Placement Service Type: Secure Detention - Non Paid

[Removal Reasons](#) **Placement Status:** Detention

Is the child under a court dispositional order and placed outside the home under this order in the last six months?

☒ Yes ☐ No ☐ N/A

☐ Create IV-E Eligibility Record for Child

☐ This is an Emergency Situation

☐ After Hours Placement

Child Specific Rate: \$0.00

Current Basic Rate:

Administrative Fee: \$0.00

Exceptional Amount: \$0.00

Supplemental Points: [Supplemental Points](#)

Supplemental Points Amount: \$0.00

Current Total Monthly Payment:

Options:

Done Trusted sites

Placements and Services Page>Service Tab

Step 2 of 4

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Secure Detention - OHP.
- In the Service Type field choose the appropriate Secure Detention service.
- In the Placement Status field choose Detention.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Administrative Fee: \$0.00
 Exceptional Amount: \$0.00
 Supplemental Points: [Supplemental Points](#)
 Supplemental Points Amount: \$0.00
 Current Total Monthly Payment:

Child Removal From Home Information

Manner: Court Ordered **Primary Caretaker:** Alice Abby
Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No
 Is this placement expected to be long term? ☒ Yes ☐ No
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (continued)

Step 3 of 4

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Provider Information

Name: AAA Agency [Search](#) ID: 20170 Contact:

C/O:

Street: 255 Hoosier Blvd. Apt:

City: Madison State: WI Zip: 53701 Country:

Phone: (608)515-4566 Ext: Fax: Alt Phone: Alt Ext:

Email:

Payment Information

Parent Agency: AAA Agency

Target Pop: CHPS - Other

☐ Override Parent Agency rule

Kinship Care

Relationship of Child to Kinship Provider:

Split Payment

Options: Go

Save Close

Done Local intranet

Placements and Services Page>Provider Tab

Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

Secure Detention as a Service

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check ABC Help ?

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement: In Home Service
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Abby, Art
- Abby, Art
- Abby, CopyEverything
- Abby, Copyover
- Adopted, Amy
- Adopted, Ron
- Aiden, Fred
- Allen, Sali
- Allen, Sarah
- Altman, Simon

Case Participants

- Angel Abby, Biological Child
- Art Abby, Reference Person
- Alice Abby, Mother
- Casper Ghost, Unknown
- Simon Abby, Biological Child
- Annabel Abby, Biological Child
- ksjklfsdas ksjdfkas, Adjudicated Father
- Art Abby, Assistant District Attorney
- Art Abby, Assistant District Attorney

Create Close

Done Trusted sites

Create Casework Page

Step 1 of 3

- From the Create Casework page select: Placement>In Home Service>Case>Case Participant>Create

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service Provider

In Home Service Begin

Service Begin Date:	01/01/2005	Service End Date:	00/00/0000
Estimated End Date:	00/00/0000	County:	Milwaukee
Child Specific Rate:	\$0.00	Service Category:	Secure Detention - In Home
Status:	Detention	Service Type:	Secure Detention - Non Paid
		Supplemental Points:	Supplemental Points
		Supplemental Points Amount:	\$0.00
		Administrative Fee:	\$0.00
		Exceptional Amount:	\$0.00

Options:

Done Trusted sites

Placements and Services Page>Service Tab

Step 2 of 3

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day the service began in the Service Begin Date field.
- In the Service Category field choose Secure Detention - In Home.
- In the Service Type field choose the appropriate Secure Detention service.
- In the Status field choose Detention.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check REC Help ?

Child
 Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Provider Information
Name: AAA Agency [Search](#) **ID:** 20170 **Contact:**
City: Madison **State:** WI **Zip:** 53701 **Country:**
Street: 255 Hoosier Blvd. **Apt:**
Phone: (608)515-4566 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**
Email:

Payment Information
Parent Agency: AAA Agency
Target Pop: CHIPS - Other
☐ Override Parent Agency rule

Kinship Care
Relationship of Child to Kinship Provider:

Split Payment

Options:

Done Local intranet

Placements and Services Page>Provider Tab

Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default is "CHPS Other".
- Return to the Service tab.
- To approve the placement and send it to your supervisor for approval choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click close on the Placements and Services page.